



Top 10 Personal Responsibility at Work and Career Planning

- 1. Proactively Manage Your Career. It's your life. Your vision.**
 - a. It's personal. It's a reflection of you.
 - b. You are Responsible. It's your job, your career, and your life.
 - c. Be loyal to yourself first, not the company or job.

We spend a third of our life (108,000 hours at work), use it wisely!
- 2. It is not personal, and it is personal. It's professional.**

Focus on the content, the issue, not the person
- 3. Learn how to be adaptable, resilient, and handle change**

Be able to Hold Opposites. Lean into the Gray. Flexible and Firm. Manage and Lead.
- 4. Focus on your Career and use your current Job to build your Career**
 - a. US Labor Bureau of Labor and Statistics estimate the average number of jobs is 12.3 held between adults ages 18-52. <https://www.bls.gov/nls/questions-and-answers.htm>

Evaluate and update your own career path often
- 5. Three p's: Proactively build Positive Professional Relationships**
 - a. Create relationships with people who are different than you. Career, industry, culture, age...
 - b. Know other's strengths and how to work with them, Free Assessment: <https://discpersonalitytesting.com/free-disc-test/>
- 6. Know how and when to Collaborate and when to Compete**
 - a. Yes, and, I, we, us, them, but...
- 7. Become an excellent Communicator**
 - a. Learn to: listen, be concise, present, situationally aware, interrupt respectfully, influence
- 8. Find time every day to reflect and plan**
 - a. Always be learning
- 9. Know yourself and be authentically you**
 - a. Build on your strengths and find your blind spots
 - Strengths Assessment: <https://www.viacharacter.org/account/register>
 - Self-Sabotage Assessment: <https://www.positiveintelligence.com/assessments/>
- 10. Find and start with something you are grateful for!**

Lead, Live, and Learn with Gratitude: Approach (Framing, 3 Coins), Muscle (Daily Practice).